



Merrimack Parks & Recreation

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<http://www.merrimackparksandrec.org>

SUMMER EMPLOYMENT OPPORTUNITIES WITH THE TOWN OF MERRIMACK! DOES THIS DESCRIBE YOU OR SOMEONE YOU KNOW?

You love hiking, canoeing, arts & crafts, sports & games, swimming, nature and the great outdoors in general? Your friend says you're great with kids? Then maybe working for the Parks & Recreation Department is the job for you!

The Merrimack Parks & Recreation is now hiring for summer 2022. Positions with Parks & Recreation offer invaluable skill-building, leadership, training, and enrichment opportunities that can't be found anywhere else!

Positions are 40 hours per week unless otherwise specified and most positions run from Mid-June - Late August 2022 with a few positions that begin in early June. The minimum age to apply is 18 for all positions except for Junior Camp Counselors, Lifeguards, and Water Safety Instructors, Archery Instructor and Youth Tennis Instructor, for which the minimum age is 16 years of age.

WATERFRONT LIFEGUARDS: (FT Seasonal)

Lifeguards are responsible for ensuring the overall safety of the Waterfront environment on Lake Naticook. In addition to supervising the water lifeguards are also responsible for providing first aid for minor injuries and activating the chain of command for more serious emergencies. Lifeguards will also be trained to lead canoeing trips on the Lake. Candidates must be at least 16 years of age and possess a current Lifeguard Certification from the American Red Cross, YMCA or other recognized organization; possess a current American Red Cross CPR for the Professional Rescuer or American Heart Association Heartsaver certification or comparable; Certification in Standard First Aid. Full & Part Time positions available. Canoe experience a plus.

WATER SAFETY INSTRUCTORS: (FT Seasonal)

Water Safety Instructors are responsible for teaching group swimming lessons to children on Lake Naticook according to American Red Cross Swimming Lesson Standards. Applicants must be at least 16 years of age and be certified as a American Red Cross Water Safety Instructor, or equivalent; candidates with American Red Cross Lifeguard Certification or equivalent strongly preferred.

ASSISTANT WATERFRONT DIRECTOR: (FT Seasonal)

The Assistant Waterfront Director works under the direction of the Waterfront Director and serves as the On-Site Supervisor in their absence. Assists with coordinates the various aspects of the seasonal waterfront operations including: organizing and conducting on-the-job-training for lifeguards, supervising and scheduling Lifeguards & Water Safety Instructors, and reporting maintenance and other needs at the waterfront. Performs rescue maneuvers, CPR, and First Aid as needed, and takes command during emergency situations. Ensures that maximum safety precautions are practiced and rules and regulations are followed by all waterfront patrons. Assumes responsibility for care of all equipment and supplies used in daily operations. Applicant must be a college student or at least 21 years of age and hold current certifications in CPR/AED for the Professional Rescuer; Lifeguard / Waterfront First Aid and Lifeguard Certification from a nationally recognized program.

SENIOR CAMP COUNSELORS:

Senior Camp Counselors are primarily responsible for the care of their children in their assigned cabin group. Counselors spend their day leading their group to various activities. During activity periods these counselors attend and participate in each activity that the group does. Senior Camp Counselors are 18 and older staff members who provide the overall supervision for their assigned bunk and who supervise the Junior Counselors in their assigned bunk.

JUNIOR CAMP COUNSELORS: (FT Seasonal)

Junior Camp Counselors work under the direction of the Senior Camp Counselors in their assigned bunk and assist the Senior Counselor in leading their assigned cabin group. Counselors spend most of their day accompanying their group to various activities. During activity periods these counselors attend and participate in each activity that the group does. Junior Counselors are 16 & 17 years of age.

DAY CAMP OFFICE SECRETARY: (FT Seasonal)

The Day Camp Office Secretary is responsible for covering the Day Camp Office and expediting office business. Will be responsible for answering parent inquiries, contacting parents regarding outstanding medical forms or outstanding balances due. Individual will create weekly camper bunk lists and free choice lists; making copies, flyers and other duties as assigned by the Camp Director. Individual should have experience in office procedures, (i.e., filing, answering telephone photocopying), have the ability to use a computer. Must be at least 18 years of age and a desire to work in a fast paced summer camp program. Position will start in early June.

SPECIAL NEEDS AIDES: (FT Seasonal)

Special Needs Aides primarily responsible for working in a 1:1 or 1:2 setting with a child who has Special Needs. The goal of the person in this position is helping to integrate the assigned child into the Day Camp Program. Requires the ability to be creative in the integration of assigned camper (s); Good character, integrity, adaptability, enthusiastic, friendly and dependable; Achieve assigned camper (s) developmental objectives or Summer I.E.P. (Individual Education Program) goals. Applicants must be at least 18 years of age.

NATURE ACTIVITY SPECIALIST: (FT Seasonal)

The Nature Activity Specialist is responsible for coordinating and leading environmental activities at Naticook Day Camp. The specialist will develop, plan & lead daily nature activities for groups of children between the ages of 5 – 14. Candidates must be at least 18 years of age and have experience in Nature or Environmental Education.

ARTS & CRAFTS ACTIVITY SPECIALIST: (FT Seasonal)

The Arts & Crafts Activity Specialist is responsible for developing, implementing and leading daily Arts & Crafts activities for children aged 5 - 14. Candidate must be at least 18 years of age and should have experience teaching arts & crafts activities to children and have a deep understanding of age appropriate activities.

ARCHERY SPECIALIST: (FT Seasonal)

The Archery Specialist is responsible for teaching/ leading quality archery program at Naticook Day Camp for children between the ages of 7-14. Candidate will be responsible for managing and maintaining the archery range and all equipment and teaching daily classes. Applicant must be at least 18 years of age, experience shooting archery and hold a level 1 Archery Instructor Certification or willing to obtain.

DRAMA / PERFORMING ARTS ACTIVITY SPECIALIST: (FT Seasonal)

The Drama/Performing Arts Activity Specialist is responsible for coordinating and leading drama/performing arts or music activities at Naticook Day Camp. The specialist will develop, plan and lead Develop, plan & lead participants in scene acting, vocal work, dance and creative movement, theater games and improvisation for children between the ages of 5 – 14. Candidates must be at least 18 years of age and Drama/Performing Arts or Music background.

SPORTS ACTIVITY SPECIALIST

The Sports and Game Specialist is responsible for coordinating and leading the sports program at Naticook Day

Camp. The specialist will develop, plan and lead daily sports activities for children aged 5 - 14. Candidate must be at least 18 years of age and should have significant experience teaching a wide variety of sports & games programs to a wide variety of ages.

KITCHEN ASSISTANT / PREP COOK: (FT Seasonal)

The Kitchen Assistant assists the Camp Cook in the Operation on their duties. Responsibilities include washing dishes, sweeping & mopping, Taking out trash; cutting, peeling & washing vegetables, as needed. Help unload supply truck and put supplies away. Applicant must be at least 18 years of age and must be able to lift/unload/move food and supplies; Lift dishes to their storage location; Use kitchen equipment safely and Operate electrical and mechanical equipment as needed.

SEASONAL PARK MAINTANCE: (FT Seasonal)

Responsible for performing a wide variety of maintenance tasks including picking up trash, using weed wackers to clear brush, painting, repairing window screens, emptying trash, cleaning of bathrooms and other maintenance duties as required. Heavy lifting may be required. Good knowledge of safety precautions and standards; carpentry skills, good knowledge of the operation of light and heavy equipment; ability to operate equipment safely; and ability to work with the general public. Applicants must be at least 18 years of age. Position starts in early June.

YOUTH TENNIS INSTRUCTOR: (Full Time or Part Time Seasonal)

The Youth Tennis Instructor is responsible for planning, designing and teaching Youth Tennis Lessons for the Merrimack community. Enthusiastic teacher with demonstrated knowledge of tennis and the ability to create lesson plans for a wide age range of children. Desire and ability to work with children. Successful candidate must have at least 1 summer of previous teaching experience. Current First Aid and CPR Certification or willing to obtain. Certificate of Completion of a USTA Recreational Coaches Workshop advantageous. Applicants must be at least 18 years of age. The ideal candidate would be available on either weekday mornings or weekday afternoon/evenings.

WEEKEND PARK ATTENDANT: (PT Seasonal)

The weekend Park is responsible for staffing the Wasserman Park Beach on weekends from Mid June – Late August. Person in this position will be responsible for enforcing park rules and cleaning up the grounds around the park and near the waterfront on a daily basis. Candidates should have good character, integrity, be punctual and be able to effectively and diplomatically deal with park users. Must be 18 years of age or older. Good character, integrity, punctual and adaptability. Independent judgment & initiative Position works Friday Nights from 4:00 – 8:00 pm; Saturdays & Sundays from 10:00 am - 6:00 pm.

To review a complete job description for a specific position, please visit:

<https://merrimackparksandrec.org/jobs>

HOW TO APPLY

Interested candidates should complete a **Town of Merrimack Application for Employment** which can be downloaded from our website at: www.merrimacknh.gov/positionopenings.

Complete descriptions of all open positions are available on our website. Completed applications should be sent to: Town of Merrimack Human Resources, 6 Baboosic Lake Rd, Merrimack, NH 03054.

Once your application is received, you will be contacted to setup an interview. Applications can also be obtained by calling the Parks & Recreation Department at 882-1046 or by emailing the Parks & Recreation Department at mcasparius@merrimacknh.gov.